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6 June 1962

MEMORANDUM FOR: Director of Training
THROUGH : Chief, Operations School
SUBJECT : Weekly Activities Report No. 22
1 - 6 June 1962

A. SIGNIFICANT ITEMS

Nothing to report.

B. OTHER ITEMS

1. Information Reporting, Reports and Requirements (IRRR):

Seven full-time students are attending the 39th class. Two of them are from WH division; two, FE division; two, NE division; and one, WE division. Two overlapping tutorial students, both from WE, will be instructed with the group, 4-8 June. Two other tutorial students from SR are attending selected talks and will do additional laboratory work with the group 11-15 June. An FE tutorial student who has finished two weeks of IRRR will take the requirements training 18-22 June, the last week of IRRR 39, for completion of her work.

The number of students receiving training in reporting and reports during the 4-22 June IRRR class thus reaches a total of twelve. Most of the instruction is being done in Room GD 6506, which is crowded but useable. Laboratory work will be done in both GD 6506 and GD 6508, where a sufficient number of typewriters will be available with staggered information collection assignments.

2. Counterintelligence Operations CI/OPS):

The schedule for course No. 45 has been completed. The course begins on 11 June and to date four persons are enrolled.

3. Records Officers Course (ROC):

Course No. 13 commenced Monday 4 June 1962. There are thirty-two students in this course ranging in grade from GS-15 to GS-4. The schedule for this running was not changed from that of prior

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25X1A9a ROC's. The next running is tentatively scheduled for 9 July 1962
25X1A at which time it is anticipated a materially revised schedule will
25X1A9a be offered. Mr. [REDACTED] has been meeting with Messers [REDACTED] 25X1A9a
and [REDACTED] of the CI Staff, [REDACTED] of Systems Group and [REDACTED] of 25X1A9a
RID regarding the revised schedule. The revision consists of putting
into the course more RID emphasis on the duties and responsibilities
of a Records Office and less emphasis by the CI Staff on past mistakes
made with regard to indexing and destruction.

4. Clandestine Services Liaison Operations (CSLO):

Course No. 29 is in its third and final week.

5. Staff Member Activities

25X1A9a a. Mr. [REDACTED] is continuing to provide tradecraft instruction
on a tutorial basis for one student.

25X1A9a b. Mr. [REDACTED] is temporarily assigned to Covert Training for
three weeks duty during June.

25X1A9a c. Mr. [REDACTED] is continuing to assist Mr. [REDACTED] in the Counter-
Insurgency Program Planning Course. 25X1A9a

C. ADMINISTRATION

Nothing to report.

[REDACTED] 25X1A9a

AC/HT/OS

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